

Formatting Your Paper MLA Style Using [Online Microsoft Word in Outlook/OneDrive](#)

**The Paper Format for All Papers in This Class:** Your papers should follow the [MLA](#) (Modern Language Association) [paper format](#). The paper size is [Letter 8.5" x 11,"](#) and it needs to be [typed, double-spaced, with 1-inch margins on all sides, no extra spacing between paragraphs,](#) and use the [Times New Roman 12-point font](#). Please follow the instructions in the following pages.

**Example**

Student's Last Name 1

Student's First &amp; Last Name

Williams

ESL099-201H

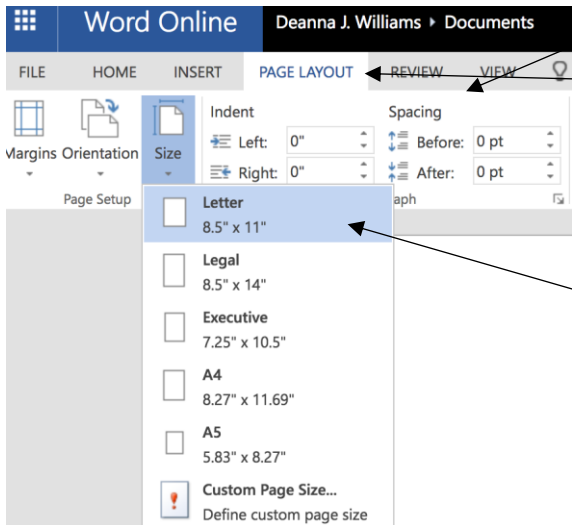
Due Date

## The Most Regrettable Decision

Many years ago, several friends around me decided to study abroad instead of attending high school in China. Every time I talked about it with my classmates, we all envied their new life because the picture of their daily life they showed to us was taking an easy class, such as mathematics class, eating tasty American food, joining a party on weekends nights, etc. On the contrary, after I came to the U.S.A to study, the situation was totally different. Studying abroad has become the most regrettable decision I have made because the huge cost leads to pressure on me and I have to be away from home.

One reason why I regret studying in America is that it makes me to be under financial

## How To Choose the Paper Size

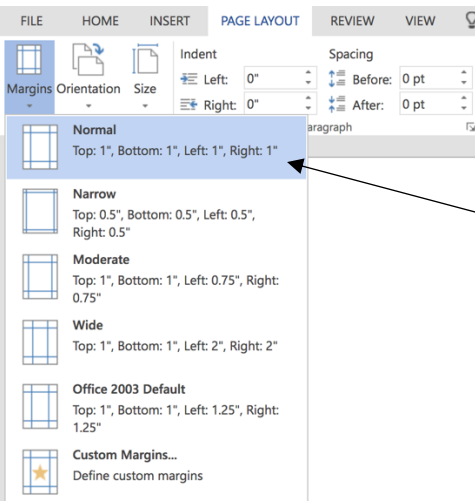


The screenshot shows the Word Online interface with the 'PAGE LAYOUT' tab selected. The 'Size' dropdown menu is open, displaying various paper size options. The 'Letter' option (8.5" x 11") is highlighted. Callout boxes provide instructions: '1. Click PAGE LAYOUT.' points to the 'PAGE LAYOUT' tab, and '2. Click on Size, and choose Letter 8.5" x 11".' points to the 'Letter' option in the 'Size' menu.

1. Click **PAGE LAYOUT**.

2. Click on **Size**, and choose **Letter 8.5" x 11"**.

## How To Set the Margins



The screenshot shows the Word Online interface with the 'PAGE LAYOUT' tab selected. The 'Margins' dropdown menu is open, displaying various margin settings. The 'Normal' option (Top: 1", Bottom: 1", Left: 1", Right: 1") is highlighted. A callout box provides instructions: 'To set 1" margins on all sides: In PAGE LAYOUT, click on Margins, and choose 1" margin on Top, Bottom, Left, and Right.' points to the 'Normal' option in the 'Margins' menu.

To set 1" margins on all sides: In **PAGE LAYOUT**, click on **Margins**, and choose **1" margin** on Top, Bottom, Left, and Right.

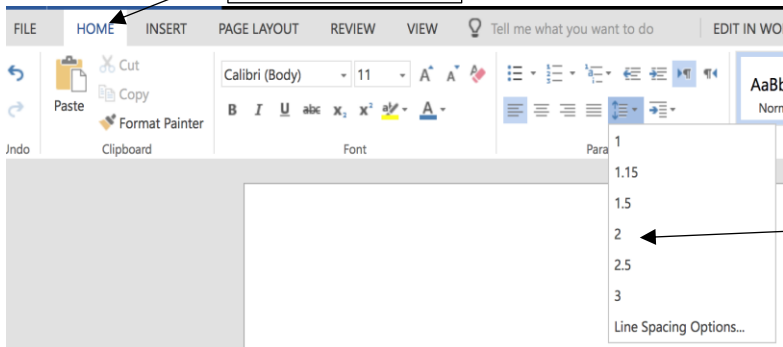
## How To Set the Spacing




The screenshot shows the Word Online interface with the 'PAGE LAYOUT' tab selected. The 'Indent and Spacing' section is visible, showing 'Left' and 'Right' indent settings set to 0" and 'Before' and 'After' spacing settings set to 0 pt. A callout box provides instructions: '1. In PAGE LAYOUT, in Indent and Spacing, set Left, Right, Before, and After to 0" and 0 pt.' points to the 'Before' and 'After' spacing settings.

1. In **PAGE LAYOUT**, in **Indent and Spacing**, set Left, Right, Before, and After to **0"** and **0 pt**.

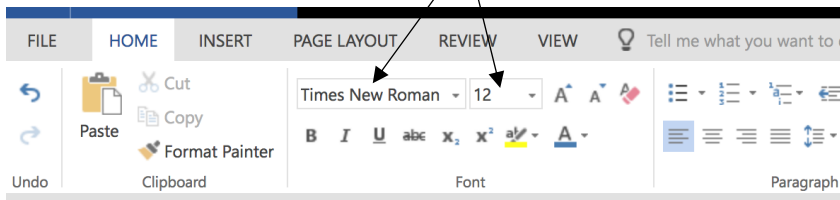
2. Click **HOME**.



3. To double space your essay:  
Click on , and choose 2.

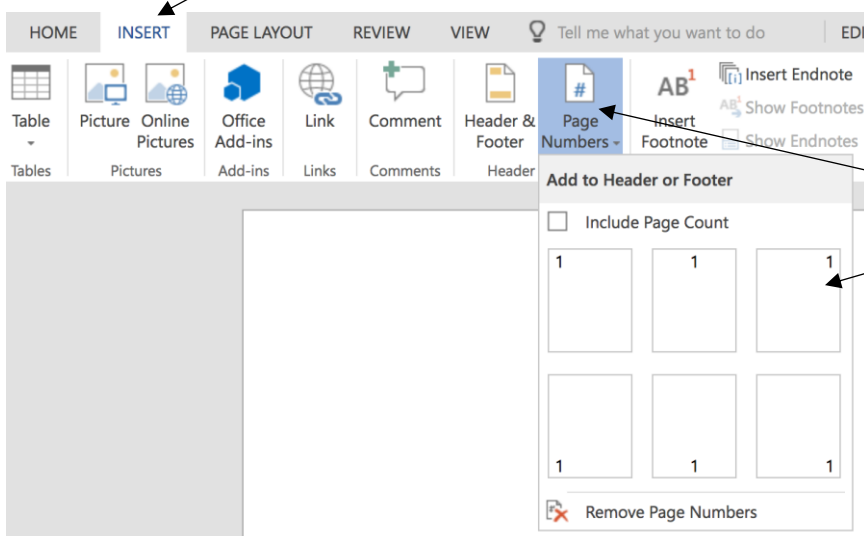
### How To Select the Font Type and Size

In **HOME**, choose **Times New Roman** font and **12 pt.** font size.

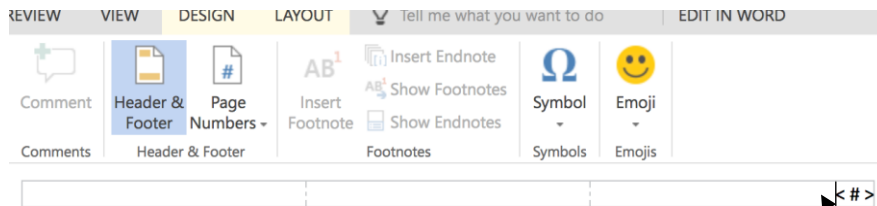


### How To Insert Page Numbers and Your Last Name in the Header

1. Click **INSERT**.




2. Click **Page Numbers**.  
3. Choose **this one**.



5. Write your **last name** next to <#> with a space between the two.


**NOTE:** When you begin writing your essay, you will not see your last name and page number. To view them, click on **VIEW**, and choose **Reading View**.

### How To Begin Writing Your Essay

1. Double click on the body of the document (anywhere below the header) to take you out of the header.
2. Click **HOME**.
3. Choose **left alignment**: 

4. Write **your name**, **your instructor's name**, **class name & section #**, & the **due date** at the top left-hand corner.

Justin Smith  
Prof. \_\_\_\_\_  
ENG 099-\_\_\_\_\_  
Feb. 5, 2018

5. To center your title: Choose **center alignment** , and type the title of your essay.

Write the Title of Your Essay Here

6. Choose **left-alignment** once more.

7. Hit **Tab** once to indent, and begin writing your first paragraph.

Begin writing your essay. Continue writing. Continue writing. Continue writing.  
Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.  
Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.  
Continue writing. Continue writing. Continue writing. Continue writing. Continue  
writing. Continue writing. Continue writing. Continue writing.

Begin your second paragraph here. Continue writing. Continue writing. Continue writing.  
Continue writing. Continue writing. Continue writing. |

7. Hit **Enter** to start the next paragraph.